
2006
*GUIDEBOOK FOR
NONCANDIDATE COMMITTEES*



*State of Hawaii
Campaign Spending Commission*

January, 2006

SCHEDULE OF REPORTING DATES
2006 ELECTION PERIOD
Noncandidate Committee
(Revised January, 2006)

REGISTRATION DEADLINE

☐ Organizational Report (Form NC-1)

The Organizational Report is required and must be filed within ten days from the date a Noncandidate Committee receives any contributions or makes any expenditures, the aggregate amount of which is more than \$1,000. (HRS, Section 11-194)

REPORTING DEADLINES

(HRS, Sections 11-207.5, 11-212 and 11-213)

<u>REPORT</u>	<u>REPORTING PERIOD</u>	<u>REPORTING DATE</u>
<input type="checkbox"/> Supplemental	November 3-December 31, 2004 (This is the first report for the 2006 election period. Column B of the Disclosure Report (Form NC-3) should reflect aggregate totals for the period of November 3, 2004 through November 7, 2006.)	January 28, 2005
<input type="checkbox"/> Supplemental	January 1-June 30, 2005	July 29, 2005
<input type="checkbox"/> Supplemental	July 1-December 31, 2005	January 30, 2006
<input type="checkbox"/> Preliminary Primary	January 1-September 8, 2006	September 13, 2006
<input type="checkbox"/> Late Contributions (Primary)	September 8-September 19, 2006 (The "Late Contributions Report" (Form NC-4) is for reporting contributions received from any person or entity that aggregates more than \$500 and for reporting contributions made to candidates that aggregates more than \$500 during the period of fifteen calendar days through four calendar days prior to the Primary Election. Late Contributions must also be reported on the Final Primary Report. <u>The report is not required if there are no Late Contributions.</u> Note: This is one form that may be faxed.)	September 20, 2006
<input type="checkbox"/> Final Primary	September 9-23, 2006	October 13, 2006
<input type="checkbox"/> Preliminary General	September 24-October 23, 2006	October 27, 2006
<input type="checkbox"/> Late Contributions (General)	October 23-November 3, 2006 (The "Late Contributions Report" (Form NC-4) is for reporting contributions received from any person or entity that aggregates more than \$500 and for reporting contributions made to candidates that aggregates more than \$500 during the period of fifteen calendar days through four calendar days prior to the General Election. Late Contributions must also be reported on the Final Election Period Report. <u>The report is not required if there are no Late Contributions.</u> Note: This is one form that may be faxed.)	November 3, 2006
<input type="checkbox"/> Final Election Period	October 24-November 7, 2006	December 7, 2006

TABLE OF CONTENTS

Schedule of Reporting Dates (2006 Election Period)	i
The Noncandidate Committee	1
CHAPTER I FILING REPORTS	
Where to File Reports	2
Reports.	2
Receipts, Public Inspection of Reports and Restrictions	4
CHAPTER II HOW TO GET STARTED	
Noncandidate Committee Registration	5
Organizational Report	5
CHAPTER III CONTRIBUTIONS	
Contribution Limits	7
Spouse and Dependent Minor Contributions	8
Contributions to be Promptly Deposited and Acknowledged	8
CHAPTER IV EXCESS and PROHIBITED CONTRIBUTIONS	
Excess Contributions	10
Prohibited Contributions.	10
Loans	11
CHAPTER V KEEPING RECORDS	
Recording Contributions (Monetary and Non-monetary)	12
Recording Contributions to Candidates	12
Recording Expenditures.	12
CHAPTER VI REPORTING	
Reporting Forms.	14
First Supplemental Report	14
Reporting Cash on Hand.	15
When To Itemize Contributions	15
Reporting Contributions Received (Schedule A)	15
Reporting Contributions to Candidates (Schedule B)	16
Reporting Expenditures (Schedule C)	16
Reporting Other Receipts (Schedule D)	17
Filing Amendments	17
CHAPTER VII TERMINATING REGISTRATION WITH THE COMMISSION	
Eligibility.	18
In the Event of a Surplus	18
In the Event of a Deficit	18
INSTRUCTIONS FOR COMPLETING THE NONCANDIDATE COMMITTEE DISCLOSURE REPORT (Form NC-3)	19

This guidebook is provided as a reference and informational source. It should not be construed to constitute legal advice or authority. Readers should consult the Hawaii Revised Statutes and other sources for a complete and legal basis of the law or seek assistance from the Commission.

THE NONCANDIDATE COMMITTEE

Any organization, association, or individual that accepts or makes a contribution or makes an expenditure that amounts to more than \$1,000, in the aggregate, in a two-year election period, must register as a noncandidate committee and file reports with the Campaign Spending Commission.

“Noncandidate committee” means a committee as defined in section 11-191, Hawaii Revised Statutes, that has the purpose of making contributions or expenditures to influence the nomination for election, the election of any candidate to political office, or for or against any issue on the ballot.

An individual is not considered a committee when making a contribution or expenditure of the individual's own funds or anything of value that the individual originally acquired for the individual's own use.

Disclosure reports of contributions and expenditures are filed before and after each election during an election year, and supplemental reports are filed every six months in non-election years.

Getting More Help

Oahu Noncandidate Committees:

The office of the Commission is open from 7:45 a.m. to 4:30 p.m., Monday through Friday. The office is closed on regular state holidays. If there are any questions regarding the reporting requirements or if you have a request for forms, please contact our office or visit our website:

Campaign Spending Commission
Leiopapa A Kamehameha Building
235 South Beretania Street, Room 300
Honolulu, Hawaii 96813
Telephone: (808) 586-0285
Fax: (808) 586-0288
Website: www.hawaii.gov/campaign

Neighbor Island Noncandidate Committees:

The Commission can be reached by calling the applicable toll-free number and entering the extension **60285**:

Kauai	274-3141
Maui	984-2400
Hawaii	974-4000
Molokai	1-800-GOV-INHI (486-4644)
Lanai	1-800-GOV-INHI

CHAPTER I

FILING REPORTS

Where to File Reports

Oahu and mainland noncandidate committees are required to submit an original and one copy of all reports filed with the Commission. Neighbor Island noncandidate committees filing directly with the Commission or their respective County Clerk's office are required to submit an original and two copies of all reports. Neighbor Island noncandidate committees may file directly with the Commission.

Oahu and Mainland Noncandidate Committees:	Campaign Spending Commission 235 South Beretania Street, Room 300 Honolulu, Hawaii 96813	
Hawaii Noncandidate Committees:	County Clerk's Office/Elections Division Prince Kuhio Plaza, Suite 655 111 E. Puainako Street Hilo, Hawaii 96720	(808) 961-8277
Maui Noncandidate Committees:	County Clerk's Office/Elections Division 200 South High Street, Room 708 Wailuku, Hawaii 96793	(808) 270-7749
Kauai Noncandidate Committees:	County Clerk's Office/Elections Division 4396 Rice Street, Room 106 Lihue, Hawaii 96766	(808) 241-6350

Reports

Filing of Reports

Disclosure reports required to be filed by a noncandidate committee shall be certified by the chairperson and treasurer. Whenever a report is required, "filed" means the report shall be received in the office of the Commission or County Clerk, whichever is applicable, by the date and time specified for the filing of the report. **(Post-dated and faxed reports are not accepted as filed in a timely manner.)** Failure to file the required report by the applicable deadline will result in a penalty of \$50 and may result in additional penalties.

Where any reporting deadline falls on a holiday or weekend, the deadline shall be the working weekday prior to the reporting deadline.

Election Year Reporting

Election years are years where there are scheduled state and local elections (even-numbered years). Noncandidate committees must follow the requirements for election year reporting.

Preliminary Reports

A Preliminary Primary report must be filed no later than 4:30 p.m. on the tenth calendar day prior to the primary election. This report must contain financial activity current through the fifth calendar day prior to the filing of the Preliminary Primary report.

A Preliminary General report must be filed no later than 4:30 p.m. on the tenth calendar day prior to the general election. This report must contain financial activity current through the fifth calendar day prior to the filing of the Preliminary General report.

Final Reports

A Final Primary report must be filed no later than 4:30 p.m. on the twentieth calendar day after the primary election.

A Final Election Period report must be filed no later than 4:30 p.m. on the thirtieth calendar day after the general election.

Final election reports cover financial activity through the day of the applicable primary or general election.

Supplemental Report

The first Supplemental report must be filed no later than 4:30 p.m. on the thirtieth calendar day after the last day of an election year. This Supplemental report covers financial activity from the day after the general election through the last day of the election year.

Short Form Reporting

A noncandidate committee whose aggregate contributions and expenditures for the reporting period each total \$2,000 or less may file a Short Form (Form CC-5).

Late Contributions Reporting

The Late Contributions report (Form NC-4) is for reporting contributions received from any person or entity that aggregates more than \$500 and for reporting contributions made to candidates that aggregates more than \$500 during the period of fifteen calendar days through four calendar days prior to the primary or general election. Late Contributions must also be reported on the applicable disclosure reports. The report is not required if there are no Late Contributions. Note: This is one form that may be faxed.

Special Reporting

A noncandidate committee whose aggregate contributions and expenditures for the election period total \$1,000 or less need not file preliminary and final primary, preliminary general, or special election reports, but shall file a Final Election Period report.

Noncandidate committees are required to notify the Commission by submitting a letter stating that they do not plan to receive contributions or make expenditures of more than \$1,000 for the election period. Failure to notify the Commission will require the filing of the required campaign spending reports.

Should a noncandidate committee exceed the \$1,000 amount, at any time during the election period, the noncandidate committee must file the next required report be it a preliminary, final or special election report and cover all activity from the beginning of the noncandidate committee's establishment through the closing of the respective reporting period. All subsequent reports must be filed thereafter until the noncandidate committee terminates registration with the Commission.

Nonelection Year Reporting

Nonelection years are years in which there are no regularly scheduled state and local elections (odd-numbered years).

During a nonelection year, all noncandidate committees who are registered with the Commission and have a surplus are required to file two Supplemental reports.

- ◆ The first Supplemental report, covering financial activity through June 30th, must be filed no later than 4:30 p.m. on the thirtieth calendar day after June 30th.
- ◆ The second Supplemental report, covering financial activity through December 31st, must be filed no later than 4:30 p.m. on the thirtieth calendar day after December 31st.

Termination Report

Noncandidate committees must continue filing reports with the Commission until a "Request for Registration Termination" form is filed and approved by the Commission.

Receipts, Public Inspection of Reports and Restrictions

Receipts

The Commission or County Clerk is required to give each noncandidate committee filing a report a receipt stating the type of report filed and the date and time of the filing. The receipt serves as notice only that the Commission has received the report. Neither the acknowledgment nor the acceptance of the report constitutes expressed or implied approval, or in any manner indicates that the contents of the report fulfill the requirements of the campaign spending laws and rules.

Public Inspection and Copies of Reports

All reports filed with the Commission and County Clerks' offices will be open for public inspection. The Commission will preserve all filed reports for ten years and the County Clerks offices will preserve them for four years. Copies of reports may be purchased in person from the office of the Commission or be requested via telephone, fax, mail or e-mail. Neighbor Island residents may make their requests directly to the Commission. Fees for copies requested are charged at five cents per page.

Restrictions

The campaign spending law prohibits anyone from selling or using information from noncandidate committee reports for the purpose of soliciting contributions or for any commercial purpose.

CHAPTER II

HOW TO GET STARTED

Noncandidate Committee Registration

Within ten days after an organization, association, or individual qualifies as a noncandidate committee, they must register with the Commission by filing an Organizational report (Form NC-1).

The Organizational report form is available at the office of the Commission or from the Commission's website.

Organizational Report

The filing of the Organizational report is a one-time requirement, however, the noncandidate committee must affirm the accuracy of the information in the Organizational report, annually by September 1. Any amendments to the Organizational report at any time prior to September 1 must be reported to the Commission within ten days.

Name and Mailing Address of the Noncandidate Committee

The noncandidate committee's name and mailing address are required on the Organizational report. Any name is acceptable, but it must incorporate the name of the sponsoring entity, if any, and it may not include the name of a candidate. An acronym or abbreviation may be used in other communications if the acronym or abbreviation is commonly known or clearly recognized by the general public. The mailing address provided on the Organizational report will be used by the Commission to mail all correspondences and notices to the noncandidate committee. Post office boxes or business addresses should not be used.

The noncandidate committee must also disclose the following information: the date the committee was organized, whether the committee is a political party or not, who the committee is sponsored by, and the area, scope or jurisdiction of the committee. The area, scope or jurisdiction information can be completed by referring to Form NC-2.

Type of Report

New Committee:	A new noncandidate committee is a committee that is not on the files of the Commission at the time the Organizational report is filed.
Amended:	Amended Organizational reports must be filed no later than 4:30 p.m. on the tenth calendar day after the change is brought to the attention of the committee chairperson or treasurer.

Chairperson and Other Officers

The noncandidate committee must appoint at least one chairperson. The chairperson may also serve as the treasurer. The chairperson's name, mailing address, business and residence phone numbers, occupation, and the principal place of business must be provided on the Organizational report. The chairperson must also sign the Organizational report to certify acceptance of the appointment.

Other officers may be appointed but are not required. If other officers are appointed, the committee must provide the same information that is required of the chairperson, but the other officers are not required to certify acceptance of the appointment.

Treasurer and Custodian of Books and Accounts

The noncandidate committee must appoint at least one treasurer. The treasurer's name, mailing address, business and residence phone numbers, occupation and principal place of business must be provided on the Organizational report. The treasurer must also sign the Organizational report to certify acceptance of the appointment.

Only an appointed treasurer is authorized to receive contributions and make expenditures on behalf of the noncandidate committee. In case of death resignation, or removal of the treasurer, the noncandidate committee shall promptly appoint a successor. During the period the office of treasurer is vacant, the chairperson shall serve as treasurer. Once the appointment has been made, an amended Organizational report must be filed with the Commission within ten days. If the chairperson and treasurer is the same person, the committee must immediately fill the two vacancies and file an amended Organizational report with the Commission.

The noncandidate committee must also appoint at least one custodian of books and accounts and provide the same information that is required of the treasurer.

Committee Depository (Bank)

The noncandidate committee may open a committee depository to maintain contributions and for making expenditures. If a committee depository is opened, it must be at a depository institution duly authorized to do business in the State, such as a bank, savings bank, savings and loan association, depository financial services loan company, credit union, intra-Pacific bank, or similar financial institution. The depository's name and address must be provided.

Schedule A (Form NC-3(A))

When filing the Organizational report, noncandidate committees are required to provide the name, address, occupation, and employer for each contributor who contributed an aggregate amount of more than \$100 since the last election and the amount and date of deposit of each such contribution. This is done by attaching Schedule A to the Organizational report.

**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION**

**ORGANIZATIONAL REPORT
NONCANDIDATE COMMITTEE**

FOR OFFICE USE ONLY	
REG. NO.	_____
DATE	_____

PLEASE TYPE OR PRINT CLEARLY WITH INK (INSTRUCTIONS ON THE BACK)

1. NONCANDIDATE COMMITTEE:

(a) Committee Name: _____

(b) Mailing Address: _____

(c) Phone: _____

2. Date that the Committee was Organized: _____

3. Is this a Political Party? ☐ Yes ☐ No

4. Sponsored by: _____

5. Please specify the area, scope, or jurisdiction of this Committee:
(Refer to Form NC-2) _____

6. THIS REPORT IS FILED FOR THE FOLLOWING PURPOSE:

(Check One Box)

(a) ☐ Registration of New Committee

(b) ☐ Amended

An amended report is due 10 days after a change is brought to the attention of the noncandidate committee.

7. COMMITTEE DEPOSITORY (Bank):

(a) Depository Name: _____

(b) Address: _____

DESIGNATED OFFICERS:

8. CHAIRPERSON (Required)

(a) Full Name: _____

(b) Mailing Address: _____

(c) Phone: (Bus) _____ (Res) _____

(d) Occupation: _____

(e) Principal Place of Business: _____

(f) I hereby accept this appointment as Chairperson.

Sign & Date _____

9. TREASURER (Required)

(a) Full Name: _____

(b) Mailing Address: _____

(c) Phone: (Bus) _____ (Res) _____

(d) Occupation: _____

(e) Principal Place of Business: _____

(f) I hereby accept this appointment as Treasurer.

Sign & Date _____

10. OTHER OFFICER

(a) Full Name: _____

(b) Mailing Address: _____

(c) Phone: (Bus) _____ (Res) _____

(d) Occupation: _____

(e) Principal Place of Business: _____

11. OTHER OFFICER

(a) Full Name: _____

(b) Mailing Address: _____

(c) Phone: (Bus) _____ (Res) _____

(d) Occupation: _____

(e) Principal Place of Business: _____

12. SPECIFIC BALLOT QUESTION(S) OR ISSUE(S) SUPPORTING OR OPPOSING:

Brief Description: _____

13. CANDIDATE WHOM COMMITTEE IS SUPPORTING OR OPPOSING:(a) ☐ Single Candidate/Name: _____(b) ☐ Multi-Candidate _____**14. CUSTODIAN OF BOOKS AND ACCOUNTS (Required)**

(a) Full Name: _____

(c) Phone: (Bus) _____ (Res) _____

(b) Mailing Address: _____

(d) Occupation: _____

(e) Principal Place of Business: _____

I hereby certify that the information on this report is true, correct and complete to the best of my knowledge.

Committee Chairperson Signature _____

Date _____

Treasurer Signature _____

Date _____

INSTRUCTIONS FOR COMPLETING THE ORGANIZATIONAL REPORT

Pursuant to Section 11-194(a), Hawaii Revised Statutes ("HRS"), each committee shall register by filing an Organizational Report with the Commission within ten days from the date a noncandidate committee receives any contributions or makes any expenditures, the aggregate amount of which is more than \$1,000. The Organizational Report shall contain the following information as prescribed in Section 11-196.5(a), HRS:

Line 1 (a)-Enter the Committee's full name, which may not include the name of a candidate.

Line 1 (b)-Enter the Committee's mailing address. Include city, state and zipcode.

Line 1 (c)-Enter the Committee's telephone number.

Line 2-Enter the date that the Committee was organized.

Line 3-Specify whether the Committee is a Political Party.

Line 4-Enter the name of the corporation or organization that is sponsoring the Committee.

Line 5-Select the appropriate area, scope, or jurisdiction of the Committee from Form NC-2. Select no more than three (3).

Line 6 (a)-Check this box to indicate that the Committee is registering as a new Committee.

Line 6 (b)-Check this box to indicate that the Committee is amending a previously filed Organizational Report.

Line 7 (a)-Enter the Depositories (Bank) full name.

Line 7 (b)-Enter the Depositories mailing address. Include city, state and zipcode.

Line 8 (a)-Enter the Chairperson's full name.

Line 8 (b)-Enter the Chairperson's mailing address. Include city, state and zipcode.

Line 8 (c)-Enter the Chairperson's business and residence telephone number.

Line 8 (d)-Enter the Chairperson's occupation.

Line 8 (e)-Enter the Chairperson's principal place of business. (i.e. Honolulu, HI; Washington, D.C.; Los Angeles, CA)

Line 8 (f)-Chairperson certifies to accept the appointment as the Chairperson of the Committee.

Line 9 (a)-Enter the Treasurer's full name.

Line 9 (b)-Enter the Treasurer's mailing address. Include city, state and zipcode.

Line 9 (c)-Enter the Treasurer's business and residence telephone number.

Line 9 (d)-Enter the Treasurer's occupation.

Line 9 (e)-Enter the Treasurer's principal place of business. (i.e. Honolulu, HI; Washington, D.C.; Los Angeles, CA)

Line 9 (f)-Treasurer certifies to accept the appointment as the Treasurer of the Committee.

Line 10 (a)-Enter the Other Officer's full name.

Line 10 (b)-Enter the Other Officer's mailing address. Include city, state and zipcode.

Line 10 (c)-Enter the Other Officer's business and residence telephone number.

Line 10 (d)-Enter the Other Officer's occupation.

Line 10 (e)-Enter the Other Officer's principal place of business. (i.e. Honolulu, HI; Washington, D.C.; Los Angeles, CA)

Line 11 (a)-Enter the Other Officer's full name.

Line 11 (b)-Enter the Other Officer's mailing address. Include city, state and zipcode.

Line 11 (c)-Enter the Other Officer's business and residence telephone number.

Line 11 (d)-Enter the Other Officer's occupation.

Line 11 (e)-Enter the Other Officer's principal place of business. (i.e. Honolulu, HI; Washington, D.C.; Los Angeles, CA)

Line 12-Enter a brief description of the specific ballot question(s) or issue(s) that the Committee is supporting or opposing.

Line 13 (a)-Check this box and provide the name of the candidate if the Committee is supporting or opposing a single candidate.

Line 13 (b)-Check this box if the Committee is supporting or opposing more than a single candidate. (Committee is not required to provide names if supporting or opposing more than a single candidate.)

Line 14 (a)-Enter the Custodian of Books and Accounts full name.

Line 14 (b)-Enter the Custodian of Books and Accounts mailing address. Include city, state and zipcode.

Line 14 (c)-Enter the Custodian of Books and Accounts business and residence telephone number.

Line 14 (d)-Enter the Custodian of Books and Accounts occupation.

Line 14 (e)-Enter the Custodian of Books and Accounts principal place of business. (i.e. Honolulu, HI; Washington, D.C.; Los Angeles, CA)

**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION**

**AREA, SCOPE, OR JURISDICTION
NONCANDIDATE COMMITTEE**

Below are the area, scope, or jurisdiction codes for completing Line 5 of the Noncandidate Committee Organizational Report (Form NC-1). Select at least one but not more than three and transfer the code(s) to Line 5 of the Organizational Report:

Code Area, Scope, or Jurisdiction

AGR	Agribusiness
ALC	Alcohol/Tobacco
ARC	Architect/Engineer
BUS	Business/General Commerce
COM	Communications/Electronics
CON	Construction
DEF	Defense
EDU	Education
ENE	Energy/Utility
ENV	Environment/Natural Resource
FIL	Film/Television
FIN	Finance
HEA	Healthcare/Medical
IDE	Ideological/Single-Issue
INS	Insurance
JUD	Judicial/Legal
LAB	Labor Union
OTH	Other
NON	Non-Profit
POL	Political Party
REA	Real Estate
RES	Research/Science
TEC	Technology
TOU	Tourism
TRA	Transportation

CHAPTER III

CONTRIBUTIONS

This chapter examines the limits placed on contributions to a noncandidate committee and limits that noncandidate committees are subject to when making contributions to candidates.

Contribution Limits

Contributions to a Noncandidate Committee

No person or any other entity shall make contributions to a noncandidate committee in an aggregate amount greater than \$1,000 in an election (primary and general).

The primary period for the 2006 elections is from November 3, 2004, through September 23, 2006, and the general period is from September 24 through November 7, 2006. A committee can receive an aggregate amount of \$1,000 for each of these periods.

A monetary contribution may be made to a noncandidate committee by check or cash (currency). Cash contributions of more than \$100 shall not be accepted by the committee without issuing a receipt to the contributor.

Contributions to a Political Party

No person or any other entity other than political committees established and maintained by a national political party shall make contributions to a political party in an aggregate amount greater than \$25,000 in any two-year election period. No political committee established and maintained by a national political party, shall make contributions to a political party in an aggregate amount greater than \$50,000 in any two-year election period.

“Political committees established and maintained by a national political party” means the National Committee, the House Campaign Committee and the Senate Committee.

Political parties are also noncandidate committees but differ in the amount of contributions they can receive.

Contributions to a Ballot Issue Committee

A ballot issue committee is a committee that has the exclusive purpose of making or accepting contributions or expenditures for or against any issue appearing on the ballot.

Ballot issue committees are exempt from any contribution limits.

Contributions from a Noncandidate Committee to a Candidate

The contribution limits vary according to the office that a particular candidate is seeking. The contribution limits that apply to the three types of offices are as follows:

- ◆ A candidate seeking nomination or election to a two-year office- Aggregate contributions not to exceed \$2,000 during an election period;

- ◆ A candidate seeking nomination or election to a four-year nonstatewide office-Aggregate contributions not to exceed \$4,000 during an election period;
- ◆ A candidate seeking nomination or election to a four-year statewide office-Aggregate contributions not to exceed \$6,000 during an election period.

No noncandidate committee shall make contributions in excess of these limits.

The following is a list of offices and their respective contribution limits:

Two-Year (\$2,000)	State House of Representative County Council (Hawaii, Maui, Kauai)
Four-Year Nonstatewide (\$4,000)	State Senate Mayor Prosecuting Attorney City Council (Honolulu) Board of Education
Four-Year Statewide (\$6,000)	Governor Lt. Governor Office of Hawaiian Affairs

Election Period

"Election period" means the two-year period between general election days if a candidate is seeking nomination or election to a two-year office and the four-year time period between general election days if a candidate is seeking nomination or election to a four-year office. The current election periods are as follows:

- ◆ Two-year office (2006 Election Period) - November 3, 2004, through the day of the next general election which is November 7, 2006;
- ◆ Four-year office (2006 Election Period) - November 6, 2002, through the day of the next general election which is November 7, 2006.

Contributions from a Political Party to a Candidate

Political parties and political committees established and maintained by a national political party are subject to the same \$2,000, \$4,000 or \$6,000 limits set for the respective offices.

Spouse and Dependent Minor Contributions

A husband and wife are treated as separate persons for contribution limit purposes. A person may not make a contribution on behalf of a spouse or any other individual. Any contribution by check must include the signature of the contributor in whose name the contribution will be reported.

A contribution by a dependent minor must be reported in the name of the minor but is counted against the contribution limit of the minor's parent or guardian.

Contributions to be Promptly Deposited and Acknowledged

The date a contribution is deposited into a financial institution is the date that the noncandidate committee has received a contribution. A contribution must be deposited no later

than seven days after any individual authorized to receive contributions on behalf of the noncandidate committee has received a contribution.

A cash contribution exceeding \$100 must be acknowledged immediately with a receipt.

Failure to timely deposit a contribution shall not obviate the requirement to disclose and report the contribution in the next report. The Commission recommends that the noncandidate committee devise a workable method to ensure that contributions are deposited in a timely manner.

CHAPTER IV

EXCESS and PROHIBITED CONTRIBUTIONS

Excess Contributions

An excess contribution is any contribution over the legal limit. Any noncandidate committee that receives in the aggregate more than the applicable limits must return any excess contribution to the original donor within thirty days of receipt of the excess contribution. Any excess contribution not returned to the original donor within thirty days shall escheat to the Hawaii election campaign fund.

Prohibited Contributions

False Name Contributions

A contribution made by one person in the name of another is prohibited. Contributions to noncandidate committees must be from a person's own money and in the name of the same person. A contribution by a person that is reimbursed or in any way compensated by another person is prohibited.

All contributions made in the name of a person other than the true or established name of the actual owner of the money or property shall escheat to the Hawaii election campaign fund.

Anonymous Contributions

No noncandidate committee shall knowingly receive, accept, or retain an anonymous contribution of any amount, or enter or cause such contribution to be entered in the noncandidate committee's account as an anonymous contribution or in a name other than the true name of the person who actually furnished the contribution. If a noncandidate committee receives an anonymous contribution and the contributor cannot be identified, the contribution shall escheat to the Hawaii election campaign fund.

Foreign National Contributions

No contributions or expenditures shall be made to or on behalf of a noncandidate committee by a foreign national or foreign corporation, including a domestic subsidiary of a foreign corporation, a domestic corporation that is owned by a foreign national, or a local subsidiary where financial control is retained by the foreign corporation.

An individual is eligible to make a contribution to a noncandidate committee if the individual has a "green card" indicating that he or she has been lawfully admitted for permanent residence and the source of the funds are generated locally.

Contractor Contributions

Contributions from any person with a specific type of contract with the state, any of its counties, or any department or agency is prohibited. These are contracts for the rendition of personal services, the buying of property, or furnishing any material, supplies, or equipment to the state, any of its counties, department or agency thereof, or for selling any land or building to the State, any of its counties, or any department or agency thereof, if payment for the performance of the contract or payment for material, supplies, equipment, land, property, or building is to be made in whole or in part from funds appropriated by the legislative body,

at any time between the execution of the contract through the completion of the contract.

Loans

Loans may not be accepted or made by noncandidate committees.

CHAPTER V

KEEPING RECORDS

Noncandidate committees are required to maintain records for at least five years, unless otherwise instructed by the Commission. Listed below are the records required for a noncandidate committee's contributions and expenditures.

Recording Contributions (Monetary and Non-monetary)

A noncandidate committee must establish and maintain an itemized record showing the amount of each monetary contribution and the description and fair market value of each non-monetary contribution of more than \$25. To assure compliance with the requirement that noncandidate committees report the required information of all contributions in the aggregate of more than \$100 during the election period, the Commission recommends that the noncandidate committee establish and maintain an itemized record of all contributions including those that are \$25 or less.

Contributions of \$100 or Less

The Commission requires keeping records for identifying contributions that are \$100 or less - date of receipt and deposit, contributor's full name and address, and the amount.

Contributions of More Than \$100

For each contribution that aggregates more than \$100, either by itself or when added to the contributor's previous contributions made during the same election period, records must identify contributions by:

- ◆ Date of receipt and deposit;
- ◆ Contributor's full name and address;
- ◆ Contributor's employer and occupation; and
- ◆ Contribution amount.

Amounts for non-monetary contributions must be the fair market value at the time of the non-monetary contribution.

Provided that if all the information is not on file, the contribution shall be returned to the donor within thirty days of deposit.

Recording Contributions to Candidates

Noncandidate committees must keep records that identify contributions to candidates by the following:

- ◆ Date of the contribution;
- ◆ Candidate's full name and address; and
- ◆ Contribution amount.

Recording Expenditures

Noncandidate committees must keep records that identify expenditures by the following:

- ◆ Date of the expenditure;

- ◆ Payee's full name and address;
- ◆ Purpose of the expenditure (a brief description of why the expenditure was made); and
- ◆ Amount of the expenditure.

Detailed Reporting of Expenditures

Noncandidate committees must itemize all payments to consultants, advertising agencies and similar firms, credit card payments and salaries to permit a reasonable person to determine the ultimate intended recipient of the expenditures and its purpose.

Expenditures reported under vague purposes or consolidated into categories such as petty cash, Visa, Master Card, reimbursement to employee, or ad agency, will not meet the requirements of the campaign spending law. All expenditures made, incurred, or authorized by or for a noncandidate committee must be reported, including the name and address of each payee and the amount, date, and purpose of each expenditure. Expenditures are to be reported based on the date that the goods are delivered or the service is provided to the noncandidate committee. Financial institutions, individuals reimbursed for expenses, lump sum cash payments, and ad or employment agencies are viewed as intermediaries of expenditures. Any use of intermediaries that would have the result of concealing the true and complete nature of the expenditure will not meet the requirements of the campaign spending law.

Reports that describe the purpose in vague terms or fail to include the ultimate payee of the expenditure are defective.

CHAPTER VI

REPORTING

Reporting Forms

The Commission's forms should be typed; printing in ink is also acceptable as long as the forms are legible. Noncandidate committees that submit illegible reports will be required to re-file.

Disclosure Report (Form NC-3)

The Disclosure report is a summary of receipts and disbursements for the applicable reporting periods. Noncandidate committees may also be required to attach the following schedules to the Disclosure report form:

- ◆ Schedule A (NC-3(A)) Monetary and Non-Monetary Contributions;
- ◆ Schedule B (NC-3(B)) Contributions to Candidates;
- ◆ Schedule C (NC-3(C)) Expenditures; and
- ◆ Schedule D (NC-3(D)) Other Receipts.

Detailed instructions for completing the Disclosure report and schedules can be found in Part II of this guidebook.

Short Form Report

The Disclosure report also serves as the Short Form report for noncandidate committees with limited activity. Checking the **Short Form** box in Section II of the Disclosure report indicates that the noncandidate committee had aggregate contributions and expenditures for the reporting period each totaling \$2,000 or less. For Short Form reporting, only Sections I, II, and III of the Disclosure report requires completion.

Late Contributions Report

The Late Contributions report (Form NC-4) is for reporting contributions received from any person or entity that aggregates more than \$500 and for reporting contributions made to candidates that aggregates more than \$500 during the period of fifteen calendar days through four calendar days prior to the primary or general election. Late Contributions must also be reported on the applicable disclosure reports. The report is not required if there are no Late Contributions. Note: This is one form that may be faxed.

Noncandidate committees must report the date that the contribution was received, the name, address, occupation and employer of the contributor, the contribution amount, the aggregate amount for the election period, and the purpose, if any, to which the contribution will be applied. For contributions that are made, the committee must report the date of the contribution, the name and address of the candidate or committee receiving the contribution, the amount contributed, and the aggregate amount for the election period.

First Supplemental Report

The Commission places emphasis on this Supplemental report as it serves as the first report for the new "election period" for noncandidate committees who were registered during an election and are required to continue reporting due to a surplus.

The first Supplemental report is "zero based" meaning contribution and expenditure aggregates for the election period begin at zero. The first Supplemental report should include the following:

- ◆ Carryover cash on hand; and
- ◆ Any contributions, expenditures and other campaign financial activity occurring from the day after the general election through the last day of the election year.

Reporting Cash on Hand

Election Period

Noncandidate committees must report on the Disclosure report, line 1, column B the cash on hand at the beginning of the applicable election period.

Reporting Period

Noncandidate committees must report on the Disclosure report, line 2, column A the cash on hand at the beginning of the applicable reporting period. The closing cash on hand for the current reporting period should always appear on the next report as beginning cash on hand.

When to Itemize Contributions

Monetary and non-monetary contributions of \$100 or less are not required to be itemized on Schedule A. Only an aggregate total for the reporting period is reported on the Disclosure report, contributions of \$100 or less line. However, once a contributor contributes an aggregate of more than \$100 for the election period, the noncandidate committee must itemize that contribution on Schedule A.

For example, a contributor makes two contributions to a noncandidate committee during the same election period. The contributor contributes \$50 during the first month of the election period. Because the contribution does not exceed \$100, the contribution is not required to be itemized. Instead, the \$50 is reported in the aggregate total of contributions of \$100 or less. Subsequently, the same contributor makes an additional contribution of \$100 during the same election period. This contribution must be itemized, since the aggregate total of \$150 for the election period now exceeds the \$100 threshold.

Reporting Contributions Received (Schedule A)

Monetary Contributions

A noncandidate committee should use Schedule A (Form NC-3(A)) for reporting contributions of more than \$100.

For each reported contribution, the noncandidate committee must report the following:

- ◆ Date of the deposit;
- ◆ Contributor's full name and mailing address;
- ◆ Contributor's employer and occupation;
- ◆ Contribution amount for the reporting period; and
- ◆ Aggregate contribution amount for the election period.

The employer and occupation information is required for all contributions that aggregate more than \$100 during the election period.

Non-monetary Contributions

When determining whether to report a non-monetary contribution, a noncandidate committee should treat it the same as a monetary contribution. In addition, the amount of a non-monetary contribution must also be recorded in the noncandidate committee's total expenditures (Schedule C) to avoid inflating the reported cash on hand.

Reporting Contributions to Candidates (Schedule B)

A noncandidate committee should use Schedule B (Form NC-3(B)) for reporting contributions to candidates. Information to be reported on Schedule B includes the following:

- ◆ Date of the contribution;
- ◆ Candidate's full name and address;
- ◆ Amount contributed for the reporting period; and
- ◆ Aggregate amount for the election period for that specific candidate.

Contributions to candidates are to be reported on Schedule B regardless of amount.

Noncandidate committees should specify on Schedule B whether the contribution is a non-monetary contribution. The committee should also provide a description of the non-monetary contribution on Schedule B.

Reporting Expenditures (Schedule C)

An expenditure, for the purpose of influencing the nomination for election, or election, of any candidate to office whether or not the candidate has filed nomination papers, includes the following as provided in the campaign spending law:

- ◆ Any purchase or transfer of money or anything of value;
- ◆ A promise or agreement to purchase or transfer money or anything of value;
- ◆ Payment incurred or made; and
- ◆ The use or consumption of a non-monetary contribution.

Such expenses include payments for normal operating expenses, rent, advertising, office supplies, office equipment, contributions to other noncandidate committees, and contributions to political parties.

A noncandidate committee should use Schedule C (Form NC-3(C)) for reporting expenditures made. Information to be reported on Schedule C includes the following:

- ◆ Date of the expenditure;
- ◆ Payee's full name and address;
- ◆ Purpose of the expenditure (a brief description of why the expenditure was made); and
- ◆ Amount of the expenditure.

Expenditures made and non-monetary contributions received by a noncandidate committee are to be reported on Schedule C regardless of amount.

An expenditure is made or incurred when the services are rendered or the product is

delivered. (Accrual basis)

Reporting Other Receipts (Schedule D)

A noncandidate committee should use Schedule D (Form NC-3(D)) for reporting other receipts. Information to be reported on Schedule D includes the following:

- ◆ Date of the deposit;
- ◆ Source's full name and address;
- ◆ Description of the other receipt;
- ◆ Other receipt amount for the reporting period; and
- ◆ Aggregate receipt amount for the election period.

Other receipts are to be reported on Schedule D regardless of amount.

Filing Amendments

The noncandidate committee must file an amended report if the noncandidate committee:

- ◆ Discovers that an earlier report contained erroneous information; or
- ◆ Is ordered to amend the report by the Commission.

When filing an amended report, the noncandidate committee should complete the Disclosure report, indicating in Section II that the report is an amended report.

In addition to the Disclosure report, the noncandidate committee should file a corrected version of the applicable schedule that contained the incorrect or incomplete information. A cover letter explaining the amendment(s) must be attached to the report.

OAHU COMMITTEES-
SUBMIT 1 ORIGINAL AND 1 COPY

NEIGHBOR ISLAND COMMITTEES-
SUBMIT 1 ORIGINAL AND 2 COPIES

STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION

DISCLOSURE REPORT
NONCANDIDATE COMMITTEE

PLEASE TYPE OR PRINT CLEARLY WITH INK (INSTRUCTIONS FOR COMPLETING THE DISCLOSURE REPORT CAN BE FOUND IN THE "GUIDEBOOK FOR NONCANDIDATE COMMITTEES.")

SECTION I-NONCANDIDATE COMMITTEE:

(a) Committee Name:

(b) Mailing Address:

(c) Phone (Bus)

(Res)

Treasurer's

SECTION II-TYPE OF REPORT:

(See the Schedule of Reporting Dates to complete this section)

☐ Preliminary Primary

☐ Amended

☐ Final Primary

☐ Short Form

☐ Preliminary General

☐ Final Election Period

☐ Supplemental

REPORTING PERIOD

through

SECTION III (Part 1)-SUMMARY OF RECEIPTS AND DISBURSEMENTS

(Complete Section III (Part 2) on the Second Half of this Form Before Completing This Section)

COLUMN A

TOTAL THIS PERIOD

COLUMN B

ELECTION PERIOD
TOTAL TO DATE

1. Cash on Hand at the Beginning of the Election Period (Continuing Committee) OR at the time the Organizational Report was Filed (New Committee).....		
2. Cash on Hand at the Beginning of this Reporting Period.....		
3. Total Receipts (From Line 11, Column A and B).....		
4. Subtotal (Add Lines 2 and 3 for Column A and Lines 1 and 3 for Column B).....		
5. Total Disbursements (From Line 14, Column A and B).....		
6. Cash on Hand at the Closing of this Reporting Period (Subtract Line 5 from Line 4 for Columns A and B).....		

SECTION III (Part 2)-DETAILED SUMMARY OF RECEIPTS AND DISBURSEMENTS

(If Necessary, Complete Schedules A through D Before Completing This Section)

RECEIPTS

7. Monetary Contributions of \$100 or Less.....		
8. Non-Monetary Contributions of \$100 or Less.....		
9. Aggregate Monetary and Non-Monetary Contributions of More Than \$100 (Schedule A, Line 2 for Column A).....		
10. Other Receipts (Schedule D, Line 2 for Column A).....		
11. Total Receipts (Add Lines 7 through 10 for Columns A and B).....		

DISBURSEMENTS

12. Contributions To Candidates (Schedule B, Line 2 for Column A).....		
13. Expenditures (Schedule C, Line 2 for Column A).....		
14. Total Disbursements (Add Lines 12 and 13 for Columns A and B).....		

I hereby certify that the information on this report and all attached Schedules are true, correct and complete to the best of my knowledge.

Committee Chairperson Signature

Date

Treasurer Signature

Date
Form NC-3 (Rev. 11/97)

STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION

SCHEDULE A
MONETARY AND NON-MONETARY CONTRIBUTIONS
NONCANDIDATE COMMITTEE

REMINDER: NON-MONETARY CONTRIBUTIONS ARE ALSO REQUIRED TO BE REPORTED AS EXPENDITURES (Schedule C).
NO INFORMATION OR COPIES FROM THE REPORTS SHALL BE SOLD OR USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.

NONCANDIDATE COMMITTEE NAME: _____ PAGE _____ OF _____

DATE OF DEPOSIT	FULL NAME, STREET ADDRESS, CITY, STATE AND ZIP CODE OF DONOR	*REQUIRED IF AGGREGATE IS MORE THAN \$100 NAME OF EMPLOYER (IF INDIVIDUAL)	AMOUNT OF CONTRIBUTION OR FAIR MARKET VALUE OF NON-MONETARY CONTRIBUTION THIS PERIOD	AGGREGATE ELECTION PERIOD TOTAL TO DATE
	IF A DEPENDENT MINOR, ENTER NAME OF PARENT	OCCUPATION (IF INDIVIDUAL)		
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			
	<input type="checkbox"/> NON-MONETARY CONTRIBUTION			

1. SUBTOTAL OF MONETARY AND NON-MONETARY CONTRIBUTIONS THIS PERIOD (THIS PAGE).....
2. TOTAL OF MONETARY AND NON-MONETARY CONTRIBUTIONS THIS PERIOD (LAST PAGE THIS LINE ONLY) (ENTER TOTAL ON THE DISCLOSURE REPORT, SECTION III (PART 2), LINE 9, COLUMN A).....


**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
SCHEDULE B
CONTRIBUTIONS TO CANDIDATES
NONCANDIDATE COMMITTEE**

NO INFORMATION OR COPIES FROM THE REPORTS SHALL BE SOLD OR USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.

NONCANDIDATE COMMITTEE NAME: _____

PAGE _____ OF _____

DATE OF CONTRIBUTION	FULL NAME, STREET ADDRESS, CITY, STATE AND ZIPCODE OF CANDIDATE	AMOUNT OF CONTRIBUTION THIS PERIOD	AGGREGATE ELECTION PERIOD TOTAL TO DATE

1. SUBTOTAL OF CONTRIBUTIONS TO CANDIDATES THIS PERIOD (THIS PAGE).....  _____
2. TOTAL OF CONTRIBUTIONS TO CANDIDATES THIS PERIOD (LAST PAGE THIS LINE ONLY) (ENTER TOTAL ON THE DISCLOSURE REPORT,
SECTION III (PART 2), LINE 12, COLUMN A)..... _____

**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
SCHEDULE C
EXPENDITURES
NONCANDIDATE COMMITTEE**

NO INFORMATION OR COPIES FROM THE REPORTS SHALL BE SOLD OR USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.

NONCANDIDATE COMMITTEE NAME:

PAGE _____ OF _____

DATE OF EXPENDITURE	FULL NAME, STREET ADDRESS, CITY, STATE AND ZIPCODE OF VENDOR OR SOURCE OF NON-MONETARY CONTRIBUTION	PURPOSE OF EXPENDITURE OR DESCRIPTION OF NON-MONETARY CONTRIBUTION	AMOUNT OF PAID EXPENDITURE OR FAIR MARKET VALUE OF NON-MONETARY CONTRIBUTION THIS PERIOD

1. SUBTOTAL OF EXPENDITURES THIS PERIOD (THIS PAGE).....
2. TOTAL OF EXPENDITURES THIS PERIOD (LAST PAGE THIS LINE ONLY) (ENTER TOTAL ON THE DISCLOSURE REPORT, SECTION III (PART 2), LINE 13, COLUMN A).....


STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
SCHEDULE D
OTHER RECEIPTS
NONCANDIDATE COMMITTEE

NO INFORMATION OR COPIES FROM THE REPORTS SHALL BE SOLD OR USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.

NONCANDIDATE COMMITTEE NAME: _____

PAGE _____ OF _____

DATE OF DEPOSIT	FULL NAME, STREET ADDRESS, CITY, STATE AND ZIP CODE OF SOURCE OF OTHER RECEIPT	DESCRIPTION OF OTHER RECEIPT	AMOUNT OF OTHER RECEIPT THIS PERIOD	AGGREGATE ELECTION PERIOD TOTAL TO DATE

1. SUBTOTAL OF OTHER RECEIPTS THIS PERIOD (THIS PAGE).....  _____
2. TOTAL OF OTHER RECEIPTS THIS PERIOD (LAST PAGE THIS LINE ONLY) (ENTER TOTAL ON THE DISCLOSURE REPORT, SECTION III (PART 2), LINE 10, COLUMN A)..... _____

**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION**

**LATE CONTRIBUTIONS REPORT
NONCANDIDATE COMMITTEE**

The Late Contributions Report is to be used to report all contributions aggregating more than \$500 that are made or received within the period of fifteen calendar days through four calendar days prior to a primary, special primary, general, or special general election. The report is required to be filed no later than 4:30 p.m., three calendar days prior to the election.

NO INFORMATION OR COPIES FROM THE REPORTS SHALL BE SOLD OR USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.

NONCANDIDATE COMMITTEE NAME:

CONTRIBUTIONS RECEIVED

DATE	FULL NAME, STREET ADDRESS, CITY, STATE AND ZIPCODE OF DONOR	NAME OF EMPLOYER	AMOUNT OF CONTRIBUTION	AGGREGATE CONTRIBUTION
	PURPOSE TO WHICH THE CONTRIBUTION WILL BE APPLIED	OCCUPATION		

1

[illegible]

CHAPTER VII

TERMINATING REGISTRATION WITH THE COMMISSION

Eligibility

A noncandidate committee terminates the noncandidate committee's registration by filing a "Request for Registration Termination" form (Term Form) with the Commission. The termination form may be filed at any time, provided that:

- ◆ The noncandidate committee will no longer be receiving any contributions or making any expenditures reportable to the Commission under law;
- ◆ The balance of the noncandidate committee's campaign fund is zero (no surplus); and
- ◆ There are no unpaid expenditures to be paid (no deficit).

The filing of the termination form is only a request to terminate registration with the Commission. Termination is complete only upon approval by the Commission and after all fines and penalties have been paid. The termination form must be accompanied with a closing bank statement for each account to confirm that all relevant bank accounts have been closed.

In the Event of a Surplus

Noncandidate committees must continue reporting with the Commission until all surplus funds have been disbursed accordingly.

In the Event of a Deficit

Noncandidate committees with unpaid expenditures must continue reporting with the Commission until all creditors have been paid.

**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION**

REQUEST FOR REGISTRATION TERMINATION

I (We) _____, hereby notify the
Print Name of Candidate, Noncandidate Committee or State and County Contractor

Campaign Spending Commission ("Commission") of (my) (our) desire to terminate registration with the Commission for the following reasons:

1. (I) (We) will no longer be receiving any contributions or making any expenditures reportable to the Commission under law;
2. The balance of (my) (our) campaign fund is zero. (No Surplus);
3. There are no unpaid expenditures to be paid. (No Deficit);
4. There are no outstanding loans from others to be paid by the Candidate Committee. (No Deficit);
5. There are personal outstanding loans owed to myself (candidate) and I do not wish to be reimbursed by the Candidate Committee. The outstanding loans by myself (candidate) should be considered as a non-reimbursable contribution to my Candidate Committee.

I hereby certify that the information on this report is true, correct and complete statements to the best of my knowledge.

Signature of Candidate, Committee Chairperson of Noncandidate Committee or
State and County Contractor

Date

FOR OFFICE USE ONLY

Reviewed and Approved By

Date

INSTRUCTIONS FOR COMPLETING THE
NONCANDIDATE COMMITTEE DISCLOSURE REPORT (FORM NC-3)

The Commission provides these instructions for completing the Disclosure report. The Disclosure report is a summary of receipts and disbursements for the applicable reporting period. The reporting period summaries are taken from the appropriate schedules. For example, for monetary and non-monetary contributions use Schedule A; for contributions to candidates use Schedule B; for expenditures use Schedule C; and, for other receipts use Schedule D. **The Disclosure report must be submitted to the Commission with only those schedules that apply during that reporting period.** The Disclosure report is also used for Short Form reporting. The Disclosure report and Schedules A through D are available at the office of the Commission or from the Commission's website.

Section I Noncandidate Committee

- | | |
|----------|-----------------------------------------------------------|
| Line (a) | Enter the full name of the noncandidate committee |
| Line (b) | Enter the mailing address of the noncandidate committee |
| Line (c) | Enter the treasurer's business and residence phone number |

Section II Type of Report and Reporting Period

For the reporting period refer to the Schedule of Reporting Dates for the 2006 Election Period. The schedule provides the required reports, reporting periods and reporting deadlines.

Amended Box

If a report is amended, check the amended box in addition to the applicable report that is being amended (e.g., Preliminary Primary, Final Primary).

Short Form Box

Checking the Short Form box indicates that the noncandidate committee's aggregate contributions and expenditures for the reporting period each total \$2,000 or less. Short form reporting requires completion of only Sections I, II, and III including the signatures of the chairperson and treasurer.

**Section III, Part 1 Summary of Receipts and Disbursements
(Complete Section III, Part 2 before completing this section.)**

- | | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column A | The figures in this column are the totals for the reporting period specified in Section II. |
| Column B | The figures in this column are the election period total to date. The current two-year election period is from November 3, 2004 through November 7, 2006. |
| Line 1, Column B | Enter the cash on hand (bank balance) as of November 3, 2004 or the date that the Organizational report was filed. This figure should remain the same throughout the election period. |
| Line 2, Column A | Enter the cash on hand (bank balance) at the beginning of the reporting period (period you specify in Section II.) |
| Line 3, Columns A and B | Enter the totals from Section III, Part 2, line 11. |

Line 4, Columns A and B	Add lines 2 and 3 for Column A and lines 1 and 3 for Column B, enter totals.
Line 5, Columns A and B	Enter the totals from Section III, Part 2, line 14.
Line 6, Columns A and B	Subtract line 5 from line 4 for columns A and B, enter totals. The resulting totals in columns A and B represent your closing cash on hand (bank balance) at the close of the reporting period. The totals for line 6, columns A and B should be identical.

**Section III, Part 2 Detailed Summary of Receipts and Disbursements
(Complete Schedules A through D before completing this section.)**

Line 7, Columns A and B	Enter in column A the aggregate total of monetary contributions that are \$100 or less. For example, if the noncandidate committee received five contributions of \$50 each, enter the aggregate total of \$250 in Column A. Column B is your aggregate election period total to date.
Line 8, Columns A and B	Enter in column A the aggregate total of non-monetary contributions that are \$100 or less. Column B is your aggregate election period total to date.
Line 9, Columns A and B	Enter in column A the total from Schedule A, line 2. This total represents the monetary and non-monetary contributions of more than \$100 received during the reporting period. Column B is your aggregate election period total to date.
Line 10, Columns A and B	Enter in column A the total from Schedule D, line 2. All other receipts received during the reporting period should be reported on Schedule D. Column B is your aggregate election period total to date.
Line 11, Columns A and B	Add lines 7 through 10, enter totals.
Line 12, Columns A and B	Enter in column A the total from Schedule B, line 2. All contributions made to candidates during the reporting period should be reported on Schedule B. Column B is your aggregate election period total to date.
Line 13, Columns A and B	Enter in column A the total from Schedule C, line 2. All expenditures made during the reporting period should be reported on Schedule C. Column B is your aggregate election period total to date.
Line 14, Columns A and B	Add lines 12 and 13, enter totals.